

VIRGINIA REGIONAL EMS COUNCIL DESIGNATION SITE REVIEW CHECK LIST

Name of Organization :

Name of Review Team Leader:

Date of Review:

Criteria Met	I. Designation Process	Comments*
<input type="checkbox"/>	1. Current roster of the organization's board of directors.	
<input type="checkbox"/>	2. Current approved bylaws of the organization.	
<input type="checkbox"/>	3. Scope of Services	
<input type="checkbox"/>	4. Proposed budget for the first year of operations.	
<input type="checkbox"/>	5. Documentation of interaction with agencies in region.	
<input type="checkbox"/>	6. Current operational policies and guidelines for organization.	
<input type="checkbox"/>	7. Comprehensive directory of localities and agencies	
<input type="checkbox"/>	8. Hospital catchment area	
<input type="checkbox"/>	9. Demonstrated capability to establish programs	
<input type="checkbox"/>	10. Evaluation of prior performance as a Regional EMS Council.**	
<input type="checkbox"/>	11. Proof of articles of incorporation.	
<input type="checkbox"/>	12. Copy of letter verifying tax exempt status from IRS.	
*Comments should be placed at the end of the review checklist.		
**If applicable		

Criteria Met	II. Designated Regional EMS Council Standards	Comments*
	1. Regional Structure and the Board	
<input type="checkbox"/>	a. The regional EMS council is organizationally independent of any other entity.	
<input type="checkbox"/>	b. One regional governing board oversees the EMS council, and represents the entire designated service area.	
<input type="checkbox"/>	c. Bylaws are in force for the governing board which specify:	
<input type="checkbox"/>	i. Governing Board membership and representation.	
<input type="checkbox"/>	ii. Method of board member appointment or election.	
<input type="checkbox"/>	iii. Tenure of members.	
<input type="checkbox"/>	iv. Officers, and their roles, responsibilities and terms of office.	
<input type="checkbox"/>	v. Quorum requirements.	
<input type="checkbox"/>	vi. Meeting attendance requirements and enforcement policies.	
<input type="checkbox"/>	vii. Indemnification of officers and directors.	
<input type="checkbox"/>	viii. Dissolution of assets.	
<input type="checkbox"/>	d. There is a minimum of five (5) members with full voting privileges comprising a governing board.	
<input type="checkbox"/>	e. Staff members of the applicant organization do not serve in a voting capacity on the governing board.	
<input type="checkbox"/>	f. Proof of board member orientation program for Council Board members.	
<input type="checkbox"/>	g. Clear structure to accomplish Regional Council goals and objectives identified.	
<input type="checkbox"/>	h. Proof of governing board and standing committees meeting a minimum of four times each year.	
<input type="checkbox"/>	i. Written minutes of all governing board and standing committee meetings.	
<input type="checkbox"/>	j. Proof of provision of filing, security and control of regional office files (hard copy and electronic).	
<input type="checkbox"/>	k. Current roster of council governing board, council office staff, and standing committee/members and current bylaws. This information shall be updated as necessary.	
<input type="checkbox"/>	l. The governing board compliance with requirements of the Virginia Freedom of Information Act.	
<input type="checkbox"/>	m. Proof of provision of professional development and management training for its members.	
<input type="checkbox"/>	n. Program reports developed and provided to the board, and other interested parties on a quarterly basis including a yearly final report, reflecting progress related to the Regional Council Strategic Plan. The final report includes, but not be limited to: a concise narrative description of activities, achievements, completed objectives and explanations for failure to achieve any objectives as defined in the contract with OEMS.	
<input type="checkbox"/>	o. The final report includes a report of all unexpended funds and documentation of satisfaction of matching funds requirement (percentage match required for state contract monies). The final report shall define the source and amount of matching funds.	
<input type="checkbox"/>	p. All materials, newsletters, software, etc. whether purchased or developed, in whole or in part, with state funds compliance with all United States copyright laws.	
<input type="checkbox"/>	q. The regional EMS council implementation and compliance with Virginia's record retention program.	
<input type="checkbox"/>	r. The regional EMS council must have proof of a currently updated Business Resumption Plan in place.	
*Comments should be placed at the end of the review checklist		

Criteria Met	2. Financial Administration	Comments*
<input type="checkbox"/>	a. Current operating statement, reflecting revenue and expenditures, available for review.	
<input type="checkbox"/>	b. Current income and expenditure statement shall be available at all governing board meetings.	
<input type="checkbox"/>	c. Proof of an independent audit of financial records with management letters as required by OEMS.	
<input type="checkbox"/>	d. A Certified Professional Accountant (CPA) upon change of an Executive Director may perform an audit of financial records.	
<input type="checkbox"/>	e. Proof of all financial management following generally accepted accounting principles.	
<input type="checkbox"/>	f. Proof of governing board approval of an annual budget.	
<input type="checkbox"/>	g. Proof of appropriate federal and state tax-related reporting.	
<input type="checkbox"/>	h. As applicable, proof of appropriate registration for solicitation with the Office of Consumer Affairs.	
<input type="checkbox"/>	i. Fund raising activities compliance with all applicable state and federal laws.	
<input type="checkbox"/>	j. Written policy indication by position, signatories of executed financial and contractual instruments.	
<input type="checkbox"/>	k. Proof of written policies concerning procurement and travel.	
*Comments should be placed at the end of the review checklist		

Criteria Met	3. Personnel Administration	Comments*
<input type="checkbox"/>	a. Proof of governing board adoption of written personnel policies which include:	
<input type="checkbox"/>	i. Position classification and salary schedule.	
<input type="checkbox"/>	ii. Affirmative action and nondiscrimination policies.	
<input type="checkbox"/>	iii. Current position descriptions of staff and volunteers.	
<input type="checkbox"/>	iv. Annual personnel performance evaluation.	
<input type="checkbox"/>	v. Initial administrative and programmatic orientation for the region and state.	
<input type="checkbox"/>	vi. Employee development.	
<input type="checkbox"/>	vii. Conflict of interest statement.	
<input type="checkbox"/>	viii. Outside employment.	
<input type="checkbox"/>	ix. Employment benefits.	
<input type="checkbox"/>	x. Enforcement procedures.	
<input type="checkbox"/>	xi. Grievance procedures.	
<input type="checkbox"/>	xii. Termination procedures.	
<input type="checkbox"/>	xiii. Code of ethics/standards of conduct	
<input type="checkbox"/>	xiv. Substance abuse policy	
<input type="checkbox"/>	xv. Record management and security	
<input type="checkbox"/>	b. Proof of personnel record management which includes, but not limited to:	
<input type="checkbox"/>	i. Employment application and letter of offer/agreement.	
<input type="checkbox"/>	ii. Leave records.	
<input type="checkbox"/>	iii. Employee performance records/correspondence.	
<input type="checkbox"/>	iv. Required employment forms (W-4, I-9, etc.).	
<input type="checkbox"/>	v. Promotion or salary adjustment.	
<input type="checkbox"/>	vi. Exit interview documentation.	
*Comments should be placed at the end of the review checklist		

Comments:
I. Designation Process:
II. Regional EMS Council Standards
1. Regional Structure and Board Composition
2. Financial Administration
3. Personnel Administration